

# Memorandum **CONFIDENTIAL**

TO : Director of Training

DATE: 21 December 1965

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 41  
14 - 20 December 1965

DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS. ☐  
☐ DECLASSIFIED  
CLASS. CHANGED TO: TS S 6  
NEXT REVIEW DATE: 30/12  
AUTH: HR 70-2  
DATE: 25-1-82 REVIEWER: 026199

1. On 13 December I critiqued the current intelligence briefings given by the CT's in the Intelligence Production Course the previous week. Sound-films of the briefings were used as a critique device. Again, the Training Support Branch did an excellent job in handling the films for us.

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2. Tuesday, 14 December, I spent at [ ] taking part in the Instructor Training Course given for Office of Communications personnel. A preliminary report on this course is given in the attached weekly report of the Orientation and Briefing Faculty, and a full report will be submitted later. I feel that full reporting on this course is called for because this is the first Instructor Training Course given since the Intelligence School took over the responsibility from the Educational Specialist Branch of the Plans and Policy Staff. I would like to record here that [ ] did an outstanding job in planning and conducting the course - so outstanding, in fact, that I shall prepare a formal commendation to be entered in his file.

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3. On 15 December I discussed with PO/TR the possibility of adding [ ] to the Clerical Training Faculty as an instructor. At the present time we do not have a vacancy on that Faculty, but we would be very pleased to have [ ] 25X1A if she can be temporarily double-slotted.

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4. On 17 December I returned to [ ] to critique the final presentations of the students in the Instructor Training Course.

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5. The weekly activities reports submitted by the Faculties of the Intelligence School constitute a very useful log of the significant activities of the School. I feel, however, that many of the activities reported need not be called to the attention of the

*fine*  
*gr*

Director of Training or could be reported to him in condensed form. I suggest that by selecting and condensing items in the faculty reports and submitting to DTR a single weekly report of things he needs to know, I could reduce his paper load.

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6. All Intelligence School personnel, except Miss Martha [redacted] have recently re-read [redacted] [redacted] has been on sick leave for several weeks; she will re-read the issuances when she returns to duty in January.

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Attachment: Reports

# Memorandum

TO : Chief/Intelligence School

DATE: 21 December 1965

FROM : Chief/Management Training Faculty

SUBJECT: Weekly Activities Report No. 41  
13 - 17 December 1965

## OFFICE OF FINANCE PILOT PROJECT

B? ( Phase II prework materials for the Office of Finance were received and disseminated to about 40 participants. On 8 - 9 January we plan to initiate work team development at the second echelon down from the office head; that is, the Division and Staff Chiefs will now conduct Phase II sessions with their Branch Chiefs.

## MOVE TO MAGAZINE BUILDING

Easels and related classroom supplies were ordered for our new quarters. We also learned that we are now scheduled to move on 3 January and accordingly have begun to plan and prepare for that event.



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# Memorandum

TO : Chief, Intelligence School

DATE: 17 December 1965

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 41  
13 - 17 December 1965

1. Number in Clerical Induction Training: During the week of 6 - 10 December 1965, there were 25 trainees in Clerical Induction Training; of these 10 entered classes for the first time.

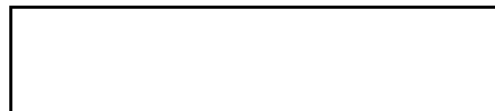
2. Number in Clerical Orientation Training: During the week of 6 - 10 December 1965, there were 20 trainees in Clerical Orientation Training.

3. Results of Official Agency Testing Administered in Clerical Induction: Results of the tests administered to the entrance-on-duty employees for the week of 6 - 10 December 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	6	1
Shorthand	3	0

4. Results of Official Agency Testing Administered to Applicants: The results of the tests administered to the clerical applicants for the week of 6 - 10 December 1965 were as follows:

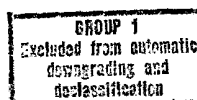
	<u>Tested</u>	<u>Passed</u>
SET	29	
Typewriting	11	0
Shorthand	1	0
Card Punch Operator		
Aptitude Test	1	



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UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Intelligence School

DATE: 20 December 1965

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 41  
13 December - 17 December 1965

1. On 14 December, the IPC's heard a briefing by Mr. J. Patrick Coyne, Executive Secretary of the President's Foreign Intelligence Advisory Board (FIAB). Mr. Coyne has served four different Presidents and has spent some 17 years in the business of reviewing problems related to the foreign intelligence activities of the US. His frank responses to CT's questions and his remarks concerning the responsibilities, personalities, and various actions of the FIAB were quite stimulating. Even though it seems that there may be some overlapping responsibilities between the FIAB and the intelligence agencies per se, Mr. Coyne made quite clear the critical reliance placed on intelligence--especially finished intelligence from the DD/I area--by each of the Presidents he has served. (Incidentally, he was enthusiastically applauded by the IPC's upon the conclusion of his remarks.) Mr. Coyne indicated that he would be quite willing to participate in future sessions of the IPC.

2. In the most recent Basic Writing Workshop (11 Nov to 14 Dec) we had one of the best groups in a long while, not so much in the level of achievement as in interest and willingness. While only about three or four of the students could be rated Proficient or better by the end of the course, all but one or two of the rest worked hard and showed real progress. Eight of the 14 in the class were from the DDP; the others represented Commo, Finance, FMSAC, Personnel, and OCI. The problems of the group were typical: awkward sentences, poor punctuation, lack of coherence. The course ran one day into an extra week to make up for the Thanksgiving holiday.

3. [ ] lectured to the Special Orientation Course at NPIC on Monday 13 December on the subject, "Geography in Intelligence."

4. [ ] went to NPIC on Thursday to get the details on the reported cancellation of the increase in personnel for NPIC. He learned that the problem is actually how many new people will be hired for fiscal years 1966 and 1967 rather than whether or not there will be an increase. Apparently the Bureau of the Budget used a different set of figures than

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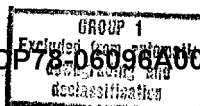
those used by the Agency and NPIC for the estimated future take from our reconnaissance systems. Based on their figures, the Bureau of the Budget reduced the size of the increase for NPIC. CIA then made a second inquiry to the National Reconnaissance Office as to the future take from our overhead reconnaissance systems. The NRO confirmed the figures used by NPIC and in fact gave even higher figures than the earlier estimate. The DCI and the Director of the Budget met during the week to work out the problem and the Director of the Budget has agreed to reconsider NPIC's manpower requirements. In the meantime, a special task force in NPIC is being established to recruit and process new personnel.

5. Arrangements are being completed for 14 members of the Intelligence School to go to Norfolk between 4 and 6 January. The group will take a tour of, and be briefed on, and have a question period about (a) the Integrated Intelligence Operations Center aboard the Carrier Independence, (b) J-2 of the Atlantic Command (LANTCOM), (c) the intelligence activities of the NATO Supreme Allied Commander for the Atlantic, and (d) the Atlantic Intelligence Center, an intelligence organization which supports J-2 LANTCOM. [redacted] of OCR Liaison Staff, is merging our group with three people from NPIC, two from DDP [redacted] (Wen-25X1A [redacted] is also going along), and possibly two from the CIA Operations Center.

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OPTIONAL FORM NO. 10  
5010-104

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UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Intelligence School

DATE: 20 December 1965

FROM : Chief, Orientation and Briefing Faculty

SUBJECT: Weekly Activities Report No. 41  
13 - 17 December 1965

## 1. Special Orientation for NPIC

The second and final week of the Special Orientation for NPIC--a total of six 1/2-days in the 6th floor NPIC auditorium during the 2 weeks--ended on 17 December as 29 students of 33 originally scheduled took the course. One student was unable to be present on the last day, due to illness. An abbreviated 45-question exam (from an 80-question I.O. Exam) was given to the class. A cursory study of the grades would indicate that 12 did fairly well, with a majority of the balance doing average work and a handful having a little difficulty; no one seemed to have done poorly. More details will appear in a subsequent memo.

25X1A OBF is appreciative of the participation of Mrs. [redacted] from the Ops School as well as of Mr. [redacted] of IS, and of [redacted] from IPF. [redacted] coordinated the instruction for two of the sessions at NPIC, while [redacted] handled the remaining four sessions.

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## 2. Special Instructor Training Course for OC

25X1A A special 25-hour course in instructor training concluded on Friday afternoon, 17 December. This course, conducted at [redacted] at the request of the Office of Communications, was designed for nine personnel, most having assignments as instructors in various technical fields of communications. [redacted] served as Chief Instructor for the course. [redacted] presented several key lectures in addition to conducting critiques of student exercises at several points. The students expressed an appreciation for the presence of the Intelligence School staff.

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The course apparently was successful, judging from the individual growth manifested in student's practical exercises, the generally favorable group

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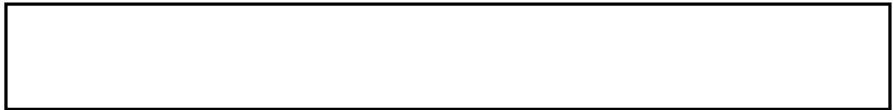
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attitude and expressions of thanks by the [ ] staff. Course emphasis was in establishing an effective understanding of the basic principles of learning and instruction together with opportunities to demonstrate techniques under supervision.

Special thanks for assistance in the preparation and running of the course are deserved by the following:

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A memo for the record outlining course activities and recommendations for planning is in preparation.

3. Meeting With I.G. Representative

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[ ] on 16 December at the latter's request to discuss the CIA Introduction. [ ] is studying all phases of in-processing for new employees, professional and clerical, including briefings given by Security, Personnel, and OTR. Mr. [ ] described the content of our briefing, the timing, and administrative aspects. [ ] apparently is seeking ways of making all aspects of the processing of new employees more meaningful. I told him that any suggestions he came up with regarding the improvement of OTR's contribution would be most welcome.

4. Industrial Security Group Luncheon

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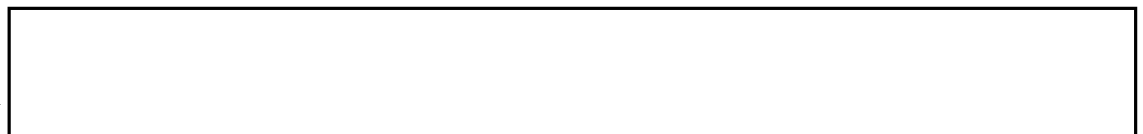
*DDTR -  
This was cleared in  
accordance with [ ]*

On Tuesday 14 December, [ ] spoke to the Long Island Chapter of American Society for Industrial Security on "The Role of Intelligence Today." This was an unclassified talk, virtually identical in content to the talk given to the Washington Chapter of this group in May. The Luncheon was held in Great Neck, Long Island, and the audience consisted of about 50 security representatives from private firms and defense contractors in the area.

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5. Special Lectures and Briefings

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b. On 13 December in the Headquarters Auditorium, [redacted] presented the CIA Introduction for 36 new Agency employees.

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c. On 14 December at 1000 Glebe, [redacted] briefed [redacted]

[redacted] wanted particular information re how the top level mechanisms for approving covert action operate, and how [redacted] can establish better channels to it. He seemed pleased with the briefing.

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d. On 14 December, [redacted] conducted the CIA Review for 12 DDP returnees at Headquarters.

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e. On 16 December, [redacted] briefed a group of 20 OCI professional and clerical personnel from the Latin America Division on current USIB activities, and recent changes in Agency organization in Headquarters.

6. Personnel Developments

a. We are delighted to welcome [redacted] 25X1A back to the OBF. Paul's background and experience will be an invaluable asset in all phases of our training responsibilities.

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b. [redacted] will be visiting us during the holidays to get acquainted with OBF activities. He will be reporting for full-time duty in February 1966 after completing his present tour at [redacted]

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7. Certification

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All members of OBF have reread Headquarters Regulations [redacted]

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